

VILLAGE OF WINDSOR – UTILITY COMMISSION MEETING

Tuesday, February 23, 2016 at 8 a.m.

Approved
4-19-2016

MINUTES

1) Call Meeting to Order and Roll Call

Meeting convened by Chairperson Buchner at 8:00 a.m. Commissioners present: Nicholas Loomis, Merlin Dorman and Alan Buchner. It was noted that Commissioner Peter Byfield has resigned and Commissioner Kitty Repas was excused absent.

Others present: Utility Commission Attorney Tim Fenner, Village Attorney Connie Anderson, Utility Engineer Jerry Groth, Baxter & Woodman; Village Engineer Kevin Richardson, Village Accountants Kevin Krynski and Tara Bast, Johnson Block; Village Director of Finance Tina Butteris, and Village President Bob Wipperfurth.

2) Recitation of the Pledge of Allegiance

Village President Bob Wipperfurth led the Pledge of Allegiance.

3) Announcements:

There were no announcements.

4) Approve Minutes:

- a. January 26, 2016

Commissioner Dorman moved to approve the January 26, 2016 minutes, second by Commissioner Loomis. Motion carried with a 3-0 vote.

5) Finance Report

- a. Invoices

Finance Director Butteris gave the Finance Report. Chair Buchner moved to approve the Finance Report and Invoices as presented, second by Commissioner Dorman. Motion carried with a 3 – 0 vote.

6) Accounting Issues – Transition Decisions

Accountants Kevin Krynski and Tara Bast discussed accounting and transition issues with the Commission. No action was taken.

7) 1st Quarter Billing – Postcard vs. Letter

Discussed mailing the utility bills, postcard will be used for all bills.

8) Potential of Underfunded Fire Protection Charges

Accountants Kevin Krysinski and Tara Bast discussed notification from the Public Service Commission of the potential of underfunded Fire Protection Charges.

9) Morrisonville-Vienna Agreement

Discussion on the existing Morrisonville-Vienna Agreement, no action was taken.

10) Consider Policy Authorizing Voluntary Compliance Measurers

A policy will be created for consideration at a future meeting. No action was taken

11) Management, Operation, and Maintenance (CMOM) Engineering Services

- a. Utility District No. 1
- b. Utility District No. 2

Engineer Groth Comment: CMOM's are required for all Village collection systems by August 1, 2016. The purpose of the CMOM is to ensure that a collection system has a process in place so that the system is properly managed, operated and maintained to prevent sewer overflows and excessive infiltration and inflow into the collection systems. CMOM's will develop yearly goals and plans. The CMOM for Utility District No. 1 will include former Windsor SD #1, Oak Springs SD and Lake Windsor SD. The CMOM for Utility District No. 2 will include former Morrisonville SD. The CMOMs will rely on compilation of existing data. Additional work items to create or develop these items are not included in the fee.

Commissioner Loomis moved to approve the Baxter & Woodman Work Order to develop CMOM for Utility District No. 1, second by Commission Dorman. Motion carried with a 3 – 0 vote.

Commissioner Loomis moved to approve the Baxter & Woodman Work Order to develop CMOM for Utility District No. 2, second by Chair Buchner. Motion carried with a 3 – 0 vote.

12) Runway Sewer Residential Equivalent Unit (REU) Charge

Engineer Groth Comment: Former Windsor SD #1 financed construction of a sanitary sewer line in 2005 to serve the Wolf Hollow, Prairie Creek, Pleasant Hill, and future Bliefernicht (now Windsor Crossing) developments. The original Developer's agreement provided for repayment of the sanitary sewer as new lots were added by the developer. With construction of the Windsor Crossing development a new calculation for the Runway Sewer is required to achieve a balance. The new REU charge will change from a base of \$733/REU to approximately \$533/REU.

Commissioner Dorman moved to approve Baxter & Woodman to work with Village staff and Developers to finalize new REU charge and method of future payment and reimbursement, second by Commissioner Loomis. Motion carried with a 3 – 0 vote.

13) Booster Station PSC Request for Construction Letter Discussion

Engineer Groth Comment: A booster station is required to serve Bear Tree development. This booster station is being financed by the Village but ultimately reimbursed by the Bear Tree development. One of the regulatory requirements for the work is a submittal to Public Service Commission for Construction Authorization. Currently PSC is significantly behind in their review process. We have developed a letter to PSC to request permission to construct this facility at this time.

Commissioner Dorman moved to have Baxter & Woodman submit to the Public Service Commission for Construction Authorization, second by Commissioner Loomis. Motion carried with a 3 – 0 vote.

14) High Strength Waste Discharger Updates

Engineer Groth Comment: This is an on-going investigation that MMSD alerted us to late last year. We met with MMSD staff to discuss the two dischargers on February 4, 2016 and reviewed the operations and waste disposal of one of the two that day. The following summary and plan of action follows.

Discharger A: Discharger A voluntary asked us to review their operation and discharges. MMSD has taken the lead with this discharger and will review their records. The overall conclusion was that unless something comes back from water sampling to suggest otherwise, that the discharges are not a problem. The following action list was prepared.

1. MMSD will be following up with suggestions on water sampling that Discharger A will do to make sure that they are meeting MMSD's discharge standards for metal contaminants. Based on the water sampling results MMSD may suggest that Discharger A slightly alter their operations
2. Windsor UD #1 will provide data on water use data.

No action was taken.

Discharger B: Discharger B has a permit to discharge wastes to MMSD. The waste discharges from this facility have resulted in concerns with "unsafe conditions" in the sanitary sewer collection system and potential excess surcharges in fees that the Village would need to pay MMSD as a result of high strength waste discharges. The following action list was prepared.

1. Write Discharger B a letter (and/or meet with them) and ask for them to voluntarily perform investigations, testing, and improvements to their system to attenuate flows and loadings and for them to perform a general review and condition assessment of their pretreatment system. The reason for this would be to suggest that they may fail discharge limits and may face potential discharge fee surcharges in the future based on MMSD monitoring.

Commissioner Dorman moved to approve Baxter & Woodman contact Discharger B and request their compliance with the above, second by Commissioner Loomis. Motion carried with a 3 – 0 vote.

15) Chloride Reduction Effort

Engineer Groth Comment: An overall Village plan to identify chloride dischargers and limit road salt must be completed by June 30 of 2016. Water softener discharge is likely the primary source of chlorides in a community water system. A number of options are possible.

Commissioner Loomis moved to approve Baxter & Woodman to work with Village staff to identify top 5-10 large users and relay information to them (developed by MMSD) on need for water softener maintenance for more efficient regeneration. Similarly a bill stuffer and web site informational materials could be developed (with information developed by MMSD) and sent to all customers with information on water softener maintenance, tune ups and/or replacement. Baxter & Woodman involvement is limited to less than \$1,000 and will be billed to general Reduced Rates WO, second by Chair Buchner. Motion carried with a 3 – 0 vote.

16) Existing Records/Mapping Updates (former Lake Windsor, Oak Springs and Morrisonville Sanitary Districts)

Engineer Groth Comment: We briefly reviewed records and maps with Commissioner Kitty Repas at Morrisonville SD offices on February 4, 2016 and developed a list of requested electronic information from their previous engineer. Existing information from Lake Windsor SD was volunteered to be obtained by Commissioner Nick Loomis.

No action was required at this time, permission to assist was previously granted.

17) Developer Plan Reviews in Progress

- a. Windsor Crossing Phase 1
- b. Wolf Hollow Phase 5
- c. Prairie Creek Phase 3A and Pleasant Hill Phase 1

Engineer Groth Comment: We are reviewing plans for the above developments and sent out preliminary review comments to the respective developer's engineers along with Owner Approval letters to MMSD for the Wolf Hollow Phase 5 and Prairie Creek Phase 3A/Pleasant Hill Phase 1 developments. Water main plans for the above are not fully developed and additional sanitary sewer plans will be forthcoming on Windsor Crossing Phase 1 plan.

Commissioner Dorman moved to have Baxter & Woodman continue to review these plans and issue Owner Approval letters to DNR for water main for all three developments and MMSD for the Windsor Crossing plan based on coordination with the Village Engineer and Village Utility staff, second by Chair Buchner. Motion carried with a 3 – 0 vote.

18) Release of Escrow

- a. CF Investments**
- b. Windsor Development Corporation**

Commissioner Dorman moved to approve the release of the escrow for CF Investments when all bills have been paid and to release the escrow for Windsor Development Corporation, second by Commissioner Loomis. Motion carried with a 3 – 0 vote.

19) Department of Natural Resources Sanitary Survey Report (1/29/16)

Engineer Groth Comment: The DNR performs a review of all public water systems every 5 years and they completed their review for former Windsor Sanitary District No. 1 on January 29, 2016. While nothing major was noted the following items are required or recommended.

- a.** Respond to DNR by March 14, 2016 with a proposed action plan and schedule.
- b.** Submit copy of elevated tank inspection report completed in 2012, by April 14, 2016. Note: This item has already been completed.
- c.** Submit a current copy of the water distribution map with elevations at intersections before June 14, 2016.
- d.** Perform a comprehensive water system study.
- e.** Perform a leak detection study on entire water system.
- f.** Provide secondary containment for chemicals at Well No. 2.
- g.** Provide separate rooms for chemicals at Well No. 2.
- h.** Provide adequately sized well vents at both wells.
- i.** Provide proper entry point sample tap at Well No. 2.

Commissioner Dorman moved to approve review of each of the items below in more detail and come back with a plan. The review would include the following work items and Baxter & Woodman's involvement would be limited to less than \$2,000 with billing to general Reduced Rates WO.

- a.** Respond to DNR in writing by March 14, 2016 with a proposed action plan and schedule.
- b.** Nothing: This item has already been completed.
- c.** Submit a current copy of the water distribution map with elevations at intersections before June 14, 2016.
- d.** Review water supply and storage needs now and for next 20 years and prepare memorandum based on results.
- e.** Review need for a leak detection study on entire water system.
- f.** Review secondary containment options for chemicals at Well No. 2 and prepare memorandum based on results.
- g.** Review separate room options for chemicals at Well No. 2 and prepare memorandum based on results.
- h.** Review well vent sizing at both wells and prepare memorandum based on results.
- i.** Review entry point sample tap options at Well No. 2 and prepare memorandum based on results.

Second by Commissioner Loomis. Motion carried with a 3 – 0 vote.

20) Windsor Sanitary Water Customers/Lake Windsor Sewer Customers

Discussion on Lake Windsor Sanitary and Windsor Sanitary District overlap customers. Billing will need to be determined in the future. No action was taken.

21) Unmetered Sewer Rate

Deferred to a future meeting; no action taken.

22) Sewer Connection Application Fee

Deferred to a future meeting; no action taken.

23) Status Update on Utility Ordinance, Sewer Use Ordinance and Water Use Ordinance

Windsor continues to operate under the existing ordinances until repealed; no action was taken.

24) Utility District No. 1, Utility District No. 2, Oak Springs and Lake Windsor 2015 Compliance Maintenance Annual Reports (Due June 30)

Utility Engineer Comment: CMAR reports will be included as part of CMOM data collection efforts. Former Windsor Sanitary District No. 1 and Morrisonville SD staff will take the lead with compiling the CMAR reports for 2015. We will need to obtain past CMAR reports along with updates for 2015 from Oak Springs and Lake Windsor SDs.

No action was taken.

25) Utility District No. 1 and Utility District No. 2, 2015 Consumer Confidence Reports (Due July 1st)

Utility Engineer Comment: Consumer Confidence Reports (CCR) are required by DNR and must be distributed to all Community Water Systems customers concerning water quality for **the previous monitoring year**. The CCR identifies detected contaminants found in the drinking water and compliance with drinking water rules, along with educational language literature. Former Windsor Sanitary District No. 1 and Morrisonville SD staff have taken the lead with compiling the CCR reports in the past and assume they will coordinate similar efforts with Village staff to meet the July 1, 2016 deadline.

No action was taken.

26) Establish March Meeting Date

The next Utility Commission meeting will be held on April 19, 2016 at 8 am.

27) Adjournment

Commissioner Dorman moved to adjourn at 9:42 a.m., second by Commissioner Loomis.
Motion carried with a 3 – 0 vote.

Respectfully submitted,

Tina Butteris
Director of Finance/Treasurer
Deputy Clerk/HR Mgr